

CHANGE IN PROCESS



A CHANGE IN PROCEDURES FOR EMAILING DOCUMENTS

Each month the Habilitation service provider shall email, *to the email address listed below*, the DS 1964 (Supported Employment Group Billing Excel Spreadsheets) to:

- Each funding regional center;
- Department of Rehabilitation (DOR); and,
- Department of Developmental Services (DDS).

Each month the Habilitation service provider shall email, *to the email address listed below*, the DS1971 and DS 1972 (Consumer Monthly Reports for Work Activity Program and Supported Employment Individual Placement) to:

- DDS only (*DDS will forward a copy of the DS1971 and DS1972 to the Habilitation contact at each regional center*).

EMAIL ADDRESSES:

- ✓ DDS email address: Work.Services@dds.ca.gov
- ✓ DOR email address: grouptackingforms@dor.ca.gov
- ✓ Email each regional center being billed

If you have any questions, please email DDS at
Work.Services@dds.ca.gov